

SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

No. 16-71

10 August 1971

To: All Training Officers of the Agency

EFFECTIVE BRIEFING

A series of Effective Briefing Courses is planned for presentation during FY 1972 by the Office of Training.

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Each course will consist of one session a week for ten weeks, with seven 2-hour sessions and three 3-hour sessions.

The next course will be given on Fridays from 10 September - 12 November in the Chamber of Commerce Building. The dates of subsequent courses will be announced later.

OBJECTIVE To increase individual effectiveness in briefing.

FOR Senior officers, Grade 14 and above, who now have briefing responsibilities or who anticipate such assignments in the future. Preference will be given to officers who represent the Agency at Congressional hearings, White House briefings, etc.

DESCRIPTION This is a part-time course which provides an opportunity for participants to learn the proper briefing techniques through instruction and through the conducting of briefing sessions on their own. In addition to critical comments from their colleagues, all participants will be given the opportunity to observe themselves objectively by means of three video tape briefing sessions.

This document is part of an integrated file. If separated from the file it must be subjected to individual systematic review.

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REGISTRATION

Limited to 16. Additional nominations for the September 1971 running should be made by telephone to the Senior Training Officer. Nominations for the later courses should be made by submitting Form 73 through the Senior Training Officer to OTR/ISS/AIR, Room 832, 1000 North Glebe Road as soon as possible after dates are announced.

ADDITIONAL
INFORMATION

On course content, call [REDACTED]
extension 2348.
On registration, call extension 2365.

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